

# DISTRIBUTION/PURCHASING SYSTEM

## Instructions for Completing the Monthly Operation Report (MOR)

**NOTE:** The MOR (original) must be sent to the Division of Water in Frankfort as well as a copy to the applicable Field Office no later than 10 days after the end of the month. The water supply must keep a copy as well.

**NOTE:** On the electronic MOR, each page is on a separate worksheet (listed at the bottom of the spreadsheet) within the MOR spreadsheet. Each page is named according to the information it contains. In order to print out the MOR, go to “File” then “Print”. In the section titled “Print What” click next to “Entire Workbook”. All pages will then print.

If using the electronic MOR, it is recommended that the MOR first be saved as a “Blank”; this can then be used as a template for each month. Call up the “Blank” and save as the current month (i.e. MORJan01). This way you will avoid having to erase data from one month in order to have a working file for the current month.

If using the electronic MOR, do not enter “0” (zero) in any space in which there is no data (for example, do not enter “0” in the spaces for the 31<sup>st</sup> day of the month if there are only 30 days in the current month). The Average calculations will not be correct if “0’s” are used. Do not use the letter “o” instead of the number “0” in any space.

### Cover Sheet:

PWS Name	Name of System
Date Mailed	Date Mailed in month/day/year
Source Name	Name of source of water for the water plant
Operator(s) in Responsible Charge	Name and certification number of operators responsible for operating the distribution system; if operators rotate shifts, a separate page can be included with the pertinent information
Purchasers Complete:	If more spaces are needed to record the Producer/PWSID and Total Amount Purchased, make additional copies of the cover sheet
Sellers Complete:	Same comment as for Purchasers Complete

### Page 6 Distribution:

### Distribution System Operation

No change

